



State of Rhode Island and Providence Plantations
DEPARTMENT OF EDUCATION
Shepard Building
255 Westminster Street
Providence, Rhode Island 02903-3400

Peter McWalters
Commissioner

October 21, 2005

TO: Superintendents, District Testing Coordinators and Directors of
Outplacement, LEP Directors and Coordinators, State Operated and
Charter Schools

FROM: Mary Ann Snider, Director
Office of Assessment & Accountability

RE: ACCESS for ELLs Assessment Information

As you know we are gearing-up for next March's first administration of the Access for ELLs assessments in grades K through 12. (This test was developed in partnership with ten (10) other States as part of the WIDA Consortium). We are offering workshops in order to ensure that we are ready for the transition from the MAC II to the new test (ACCESS for ELLs). Funding is available to reimburse districts for substitute teachers.

1) TESTING WINDOW

- a) March 1-25, 2006
- b) Districts/Schools will have latitude to schedule the Access testing in a way that makes sense to them and their students

Consistent and comprehensive test administrators' training is an essential component of a valid testing program. In order for test scores to have any degree of validity so meaningful interpretations can be made, the test must be administered in as standardized a manner as possible. Comprehensive training and "certification" of test administrators is a major component of creating standardization. **Test administrators' training for the ACCESS for ELLs™ is crucial**, particularly in this first year of administration.

The ACCESS for ELLs™ test has a fine-tuned test administration protocol, which details the procedures for planning and coordinating test distribution; administering the Listening, Reading, and Writing components to groups of test takers; and administering and scoring the Speaking component and Kindergarten test for individual test takers.

Telephone (401)222-4600 **Fax** (401)222-6178 **TTY** 800-745-5555 **Voice** 800-745-6575

The Board of Regents does not discriminate on the basis of age, color, sex, sexual orientation, race, religion, national origin, or disability.

This special training is required to administer this test. ACCESS also requires training for a new type of test coordinator with new responsibilities called Facilitators.

District Testing Coordinators should plan to attend the November 18th workshop and would also benefit from attending this special training.

Test Administrators

The test administrators should be certified to administer the ACCESS for ELLs™ test. To become certified the teachers should participate in one of the two-day face-to-face November workshops. If any teachers are absolutely unable to attend, the alternative is to take an on-line course using the learning management system D2L. We will provide you with instructions on how to manage the on-line training if necessary.

District Testing Coordinators

District Testing Coordinators have experience with the requirements of secure testing and should also work with LEP Directors or Coordinators to oversee key elements of the process like ordering booklets, completing pre-ID labels, assisting with packing and unpacking booklets, handling security assurances, and returning tests to the testing company, MetriTech. Their collaboration with bilingual/ESL program administrators will ensure that the process will be more accurate and consistent.

Facilitators

Facilitators may be District Testing Coordinators and/or bilingual/ESL administrators or coordinators and/or designees. The role of the Facilitator is to oversee the test administrators' training in the district and to help ensure that all who will administer the test are well-qualified to do so; that is, they will ensure that all test administrators are "certified" to administer ACCESS. Facilitators have special responsibilities, especially as pertaining to the online test administrator "certification" course, which include:

- Registering course participants (referred to as "students" for the purposes of the course). Facilitators can register "students" individually or in batches of ten or more.
- Monitor "class lists" of who has registered for the course;
- Check the quiz scores;
- Monitor and respond to the Sounding Board (See "Test Administrator Training" for more information.);
- Coordinate with RIDE as needed

The Office of Assessment and Accountability is providing two (2-day) face-to-face workshops and a 1-day workshop for Facilitators and District Testing Coordinators. Facilitators must attend one of the 2-day trainings plus the Friday, November 18th workshop. The presenter for the workshops is Dr. Jim Bauman from the Center for Applied Linguistics (CAL) located in Washington, D.C.

AGENDA

Sheraton in Warwick
November 14–15, 2005 or
OR
November 16–17, 2005
8:30– 3:00

Day one

- Essential background on the WIDA project
- The WIDA English Language Proficiency standards
- Structure of the ACCESS for ELLs™ Test — Tier organization
- Test coordination procedures
- Desire2Learn (D2L) online courseware and training CD for Test Administrators
- Qualifying as a Test Administrator

Day two

- Group test administration procedures (Listening, Reading, Writing Tests)
- Speaking test administration — format and scoring
- Kindergarten test administration
- Test reports and score interpretation
- WIDA–ACCESS Placement Test (W–APT)™ — the Screener
- Other issues/questions/discussion

AGENDA

Sheraton in Warwick

November 18, 2005

8:30-3:00

- Estimating ELL populations and ordering test booklets
- Administering W-APT (Screeners) and placement test
- Enrolling participants in the on-line training course for Test Administrators
- Overseeing the on-line training for Test Administrators and directing other training opportunities
- Verifying certifications for Test Administrators
- Supporting ACCESS for ELLs™ test development efforts

Registration Procedures

You may register for these workshops using the Department's **eRIDE** portal <http://www.eride.ri.gov/> and click on Trainings and Workshops on the left side. Complete the form and click Sign Up and within moments you will receive a confirmation to the email address that you provided on the registration form.

Provide the following information:

- Name
- Job Title, grade level or position
- If you will need a substitute reimbursement
- If you are a member of the District GLE Team
- School and District names
- Contact Information

Click on "Register"; then, print a copy of your confirmation of registration. Bring your copy of the confirmation with you to the workshop. Also bring a copy of the Combined State and Local GLEs for Reading, Writing and Mathematics (available on the www.ridoe.net or www.ride.ri.gov website).

If registrations for one workshop have reached capacity, no further registrations can be made for that date. Select another date. **No one will be admitted to a workshop without pre-registering.**

The Friday workshop is for District Testing Coordinators and for those that the district assigns to be the Facilitators.

We're looking forward to a smooth transition to our new ACCESS testing program. Thanks for attending to all of these details. Please don't hesitate to call Maria Lindia at 222-8494 or email her at maria.lindia@ride.ri.gov if you have any questions or concerns.

Workshop Information:

PARTICIPANT	DATE	LOCATION
Choice 1	November 14-15 th	Sheraton, Warwick 8:30-3:30
Choice 2	November 16-17 th	Sheraton, Warwick 8:30-3:30
Facilitators/ District Testing Coordinators ONLY	November 18 th	Sheraton, Warwick 8:30-3:30